From: Hansen, Rachel
To: Willey, Seth
Cc: Gina Shultz; Susan Oetker; Janet Huff; Susan Jacobsen; Sartorius, Shawn
Subject: Re: agreement for Texas hornshell in Mexico
Date: Thursday, August 24, 2017 5:28:34 AM
Attachments: OS review package format.xlsx

Thanks for including me as this moves forward. Glad you heard back from Charisa and can get this one added to the package. I've attached a blank excel with the formatting that we submit the package in to the OS office. Please use this format to submit your information, the column titles are in order so she can easily copy and paste this award onto the end of what we already have up for review. Here is a quick link to our current OS Review Google Sheet for you to see the formatting for each data element: https://docs.google.com/a/doi.gov/spreadsheets/d/1KZzoIp0qPCgCs7r14cgzIbi2IHkoWI9JpLDxyKCsBgY/edit?usp=sharing

Let me know if you have any questions about how or what information to send forward and please CC me when you submit the information to Charisa. That way I can add it to our records so we have a full copy of the package here in HQ.

Best,
Rachel

Rachel R. Hansen (nee Rosen)
Policy Branch, Division of Financial Assistance Support and Oversight
Wildlife and Sportfish Restoration Program
U.S. Fish and Wildlife Service, HQ

On Wed, Aug 23, 2017 at 6:08 PM, Willey, Seth <seth_willey@fws.gov> wrote:

> Hey Gina - Charisa called back and is going to help us out. Thanks,
>
> Shawn et al - I need the line for the table entry we want inserted. I need it tomorrow morning if possible. If we are delayed, we won't get it in there. Let's talk today or in the morning.
>
> Thanks,
> Seth
>
> **********
> Seth L. Willey
> Deputy ARD for Ecological Services
> Southwest Region, USFWS
> Seth_Willey@fws.gov
> Work: 505-248-6492
> Cell: 505-697-7600
> **********
>
> On Wed, Aug 23, 2017 at 10:11 AM, Willey, Seth <seth_willey@fws.gov> wrote:
>
>> Hey Gina,
>>
>> Wanted to give you an update on roadblocks we're hitting in contracting for Hornshell work on Mexican populations.
>>
>> We've got the researchers ready to go but DOI approval needed as it exceeds $100K (see attachments). And we've been advised that need special permission to send a late package (or wait a month, which we can hardly afford to do given the timeline). HQ contracting folks are ready to help, thank you Rachel (cc'd), but they've never done a late package and need instructions from Director's corridor on their preferred process.
>>
>> I have a call into Charisa (left her a voicemessage this morning), hoping she can help us navigate this process. I would welcome your input on solutions.
>>
>> Thanks,

Seth

****
Seth L. Willey
Deputy ARD for Ecological Services
Southwest Region, USFWS
Seth_Willey@fws.gov
Work: 505-248-6492
Cell: 505-697-7600
****

On Wed, Aug 23, 2017 at 8:28 AM, Sartorius, Shawn <shawn_sartorius@fws.gov> wrote:

Hi Seth, here is the Notice of Funding Opportunity and Proposal for the hornshell work if needed for discussions with Gina.

---------- Forwarded message ----------
From: **Huff, Janet** <janet_huff@fws.gov>
Date: Wed, Aug 23, 2017 at 8:18 AM
Subject: Re: agreement for Texas hornshell in Mexico
To: "Oetker, Susan" <susan_oetker@fws.gov>
Cc: Shawn Sartorius <shawn_sartorius@fws.gov>, Laverna Chavez <laverna_chavez@fws.gov>

Hello Susan,

At this point I would say no don"t enter this request on the spreadsheet we need to wait until we receive permission to move it forward. Then we will have to work with Rachel Hansen at HQ to receive guidance on how to submit it for review. That is a process only HQ can do. So as soon as we receive written permission from the Director's Office we need to contact Rachel.

The only thing I need from you at this point is the NOFO and the proposal to review. We can wait until we receive approval to submit the late package to move ahead with the other required documents.

Thanks,

Janet Y. Huff
Grants Management Specialist
Ecological Services
U.S. Fish & Wildlife Service / Region 2
500 Gold Ave. SW / RM 6032
Albuquerque, NM 87102
Office: 505-248-6477

On Wed, Aug 23, 2017 at 7:00 AM, Oetker, Susan <susan_oetker@fws.gov> wrote:

Thanks, Janet. You'll be seeing an email from Shawn in a minute- we'll be looking for permission to send this up separately. In the meantime, I'd like to be sure I have my ducks in a row for when/if we get the go ahead to submit. Right now I have the proposal, the NOFO, and the 3-2452 ready. Do I need anything else? Would you like to review those in the meantime?

I presume I do not enter this into the spreadsheet right now- is that correct? I can enter it today if I'm mistaken.

Thanks so much for your help and guidance.

Susan

Susan Rogers Oetker

US Fish and Wildlife Service
Region 2- RO Ecological Services
1875 Century Blvd NE, Suite 200
Atlanta, GA 30345
404-679-7050
cell-505-856-8573
fax 404-679-7081

On Tue, Aug 22, 2017 at 5:11 PM, Huff, Janet <janet_huff@fws.gov> wrote:

Hello Everyone,

I just received an email from Rachel Hansen at HQ and the deadline for submission to DOI/OS for awards $100K and above for this FY was moved up and it was 8/14. So, unfortunately we have missed the deadline for awarding this year but, this is the guidance she provided if we want to pursue an award this FY;

- If there are awards that the program wishes to have reviewed before the end of the FY that didn't make it onto our list in time, they will need to work through their HQ chain of command to get permission from the Director's office to send a separate package. Once permission is granted they/you would need to work through our office to finalize the package. Or you can hold them until our next package which will be submitted in September for review in October. We will be sending information through the listserv about listing awards for that package soon.

Please advise if you want to take this route or if you want to go with less than $100K.

Thank you,

Janet Y. Huff
Grants Management Specialist
Ecological Services
U.S. Fish & Wildlife Service / Region 2
500 Gold Ave. SW / RM 6032
Albuquerque, NM 87102
Office: 505-248-6477

On Tue, Aug 22, 2017 at 1:44 PM, Huff, Janet <janet_huff@fws.gov> wrote:

Susan,

The Prism number for this request is F17AC01008. Please use this number on the spreadsheet and any documents you will be submitting to process this Cooperative Agreement.

Thanks

Janet Y. Huff
Grants Management Specialist
Ecological Services
U.S. Fish & Wildlife Service / Region 2
500 Gold Ave. SW / RM 6032
Albuquerque, NM 87102
Office: 505-248-6477

On Tue, Aug 22, 2017 at 12:35 PM, Oetker, Susan <susan_oetker@fws.gov> wrote:

Thank you Janet. Attached is the draft NOFO, which we discussed has the information you need to get that PRISM number.

Susan

Susan Rogers Oetker
US Fish and Wildlife Service

Region 2- RO Ecological Services
1875 Century Blvd NE, Suite 200
Atlanta, GA 30345
404-679-7050
cell-505-856-8573
fax 404-679-7081

On Tue, Aug 22, 2017 at 2:32 PM, Huff, Janet <janet_huff@fws.gov> wrote:

Hello Susan and Shawn,

I have attached the DOI/OS guidance for anticipated awards of $100K or more. The first thing that has to happen is the request must be submitted on the spreadsheet NLT 8/24. The guidance has the specific information that must be entered on the spreadsheet. You will need to get a PRISM number from me but there is some information I will need from you in order to get that number for you to put on the spreadsheet. So please send me your draft information.

Once that is completed you will need to work on the Notice of Funding Opportunity (NOFO) to be posted at grants.gov. Since this is a Single/Sole Source you will need to complete the FWS 3-2452.

These are the first steps that must be completed as soon as possible. We can work on the rest while the request is being reviewed. Let me know if you have questions along the way.

Thank you,

Janet Y. Huff
Grants Management Specialist
Ecological Services
U.S. Fish & Wildlife Service / Region 2
500 Gold Ave. SW / RM 6032
Albuquerque, NM 87102
Office: 505-248-6477

On Tue, Aug 22, 2017 at 7:20 AM, Oetker, Susan <susan_oetker@fws.gov> wrote:

Hi Janet-

Good morning! I believe you and Shawn discussed the development of a cooperative agreement with Texas A&M. Do you mind giving me a call at your convenience? I'd like to discuss what I need to do to get this done. I have Chris Harper's paperwork for the East Texas mussel work, and I'll be amending them for our use, but I'd like to be sure I'm on the right track and doing the right things.

Thanks so much.

Susan

Susan Rogers Oetker
US Fish and Wildlife Service
Region 2- RO Ecological Services
1875 Century Blvd NE, Suite 200
Atlanta, GA 30345
404-679-7050
cell-505-856-8573
fax 404-679-7081

--
Shawn Sartorius, Ph.D.
Branch Chief, Classification
U.S. Fish and Wildlife Service
Southwest Regional Office
P.O. Box 1306
Albuquerque, NM 87103
505-248-6419; cell 505-697-7606